



COMMERCIAL RENOVATION Permit Submittal Information

Required documents:

1. Completed and signed Building Permit application with email addresses.
 - a. If the renovation is going to occur in multiple buildings or spaces provide an application for each building or space.
 - b. **Arborist** – Tree Inventory Plan
 - i. Label species of the trees – (Hardwood – “hwd” or Pine) of existing trees, indicate diameter at breast height.
 - ii. If no trees are within 30 feet of the limit of disturbance for the proposed work, provide two different photos of the site, which clearly shows no trees will be impacted and submit a complete “No Trees Impacted Statement”.
 - c. **Site Development** – Information Required
 1. If project needs Site Development approval then the Express Lane cannot process this project.
 - d. **Zoning** – Information Required
 - i. If the Commercial Renovation will increase the floor area to the site within the existing building envelope the following is required:
 1. Provide a survey or site plan at ¼ scale indicating the existing characteristics of the lot (i.e. mezzanine for storage space or other spaces that will become conditioned [heating and/or cooling] space.
 - ii. Provide the floor area ratio (FAR) of the primary structure on the site plan.
 - iii. Provide a parking analysis
 - iv. On interior renovations with no change of use or increase in square footage please provide only the existing floor plan and proposed floor plan.
2. **Construction Plan Review** – 2 Sets of Building plans **to scale** that illustrate the scope of work, method, and materials of construction.
 - a. Provide a plan illustrating the existing floor plan, demolition plan, and new proposed plan.
 - b. Provide the following on the plans:
 - i. Type of construction of the building;
 - ii. all potential occupancies;
 - iii. The occupant capacity of each room;
 - iv. Total occupant capacity;
 - v. Plumbing fixture count based on the occupant capacity;
 - vi. Square footage of the renovation; and,
 - vii. Total square footage of the floor as well as the building.

- c. Provide a foundation plan illustrating width, depth, and type, if applicable.
- d. Floor plan for each story that illustrate the exiting, indicating the use of each room, doors, stairs, etc.
- e. If engineering is necessary for structural elements then the Express Line cannot process the project.
- f. Provide a Life Safety plan illustrating the travel distance, exits, and exits width.
- g. Energy Conservation compliance verification (ComCheck).

Submit to:

- 1. Zoning
- 2. Arborist
- 3. Building

Required approvals:

- 1. Zoning
- 2. Arborist
- 3. Building
- 4. Electrical, if applicable
- 5. Mechanical, if applicable
- 6. Plumbing, if applicable

Required Inspections:

- 1. Temporary Power pole – Electrical, if applicable
- 2. Slab/Footing Foundation – Building, if applicable
 - a. Slab
 - i. Underground – Plumbing
 - ii. Underground – Electrical
 - b. Footing/Foundation
 - i. Electrical bonding to rebar footing grid – Electrical
 - 1. Footing – Building
 - 2. Foundation – Building
- 3. Open Floor framing – Building, if applicable
- 4. Top-out – Plumbing, if applicable
- 5. Water Test – Plumbing, if applicable
- 6. Rough-in Mechanical, if applicable
- 7. Grease Hood / Equipment – Mechanical, if applicable
- 8. Gas piping – Mechanical, if applicable
- 9. Rough-in Electrical, if applicable
- 10. Low Voltage – Electrical, if applicable
- 11. Rough-in framing – Building, if applicable
- 12. Above the ceiling – Electrical, if applicable
- 13. Above the ceiling – Mechanical, if applicable

14. Above the ceiling – Plumbing, if applicable
15. Above the ceiling – Building, if applicable
16. Insulation – Building
17. Sewer Main Connection – Plumbing, if applicable
18. Final – Electrical
19. Final – Low Voltage – Electrical, if applicable
20. Final – Plumbing, if applicable
21. Final – Mechanical, if applicable
22. Final – Gas Piping – Mechanical, if applicable
23. Final – Hood / Equipment – Mechanical, if applicable
24. Final – Insulation – Building, if applicable
25. Final – Building

Permits required.

1. Electrical, if applicable
 - a. Fire Alarm
 - b. Low Voltage
2. Mechanical, if applicable
 - a. Gas log, if applicable
 - b. Gas fireplace, if applicable
3. Gas line – Mechanical permit, if applicable
4. Plumbing, if applicable
5. Insulation, if applicable
6. Building